

COMOMAGINST 5213.1E
N1
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COMOMAG INSTRUCTION 5213.1E

Subj: COMOMAG FORMS MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5213.10D

Encl: (1) List of Authorized COMOMAG Forms

1. Purpose. To establish command policy and guidance with regards to the forms management program.

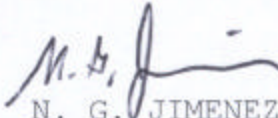
2. Cancellation. COMOMAGINST 5213.1D.

3. Background. Reference (a) establishes procedures for the implementation of the Department of the Navy forms management program and assigned responsibility for developing and implementing such programs within each command. Every effort shall be made to avoid the partial or complete duplication of higher echelon forms.

4. Action

a. The Administrative Officer shall act as the Forms Control Officer and shall review all requests for new or revised COMOMAG forms prior to submission for final approval. Upon final approval a forms control number will be assigned. Each site is responsible for establishing and maintaining their own forms control program.

b. Enclosure (1) lists the authorized COMOMAG forms to be utilized by COMOMAG. Recommendations for the introduction, modification, improvement, consolidation or cancellation of a COMOMAG form shall be submitted to COMOMAG Code N1.


N. G. JIMENEZ
By direction

Distribution: (COMOMAGINST 5216.1R)

Lists I, II, and III